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LANSING



CENTER FOR EDUCATIONAL
PERFORMANCE AND INFORMATION

MARGARET M. ROPP
DIRECTOR

DATE: December 2, 2008

TO: Local and Intermediate School District Superintendents, Public School Academy Directors, Great Start Readiness Program District and Competitive Agency Lead Contacts, Single Record Student Database (SRSD) Authorized Users

FROM: Center for Educational Performance and Information (CEPI)

SUBJECT: Anticipated Deployment of the Michigan Student Data System

The Center for Educational Performance and Information (CEPI) has scheduled deployment of Phase 1 of the Michigan Student Data System (MSDS) for the week of December 15, 2008.

This deployment will provide authorized users with access to all Phase 1 functionality, including Unique Identification Code (UIC), student search and collection functions.

We realize that the deployment timeframe is just before the holidays, when it is likely that many district users will be out of the office. Based on discussions with some local users, however, we determined that this would be an ideal time for those with office downtime to begin using the system. Users will have additional time to become familiar with the system as the first data collections are not due to the state until February.

CEPI customer support will be available over the holidays to ensure that any issues and questions are logged. Please be aware that response times may be slower than usual because of limited technical support availability.

What will users be able to do in the MSDS with this initial deployment?

1. **Search for Student UICs** via the "Student Search" function.
2. **Request UICs** for any students who do not yet have UICs, such as those being submitted as part of the "Early Childhood" collection.
3. **Validate UICs** by submitting a "Request for UIC" file on all students, to ensure that all UIC resolution is complete and the proper UIC is associated with each student prior to the spring SRSD collection.
4. **Begin data entry for the Early Childhood collection;** users can add, modify and remove student records in preparation for the February 28, 2009 certification date.

5. **Submit student enrollment records**, enabling authorized users to obtain information on which students are directly certified to receive supplemental nutrition.
6. **Review reports** related to collections in the collection staging area to become familiar with the information now available.

Key dates to remember

1. **December 14, 2008:** UIC Resolution in the SRSD (for fall SRSD and Request for UIC uploads) will end on December 14 at 11:59 p.m. to allow for the transition to the MSDS.
2. **February 11, 2009:** Supplemental Count Day; UICs are required for all records and must be obtained and resolved through the MSDS prior to the SRSD collection due date of April 1, 2009.
3. **February 28, 2009:** Early Childhood collection due in the MSDS.

CEPI will provide additional information upon system deployment. Thank you for your continued support as we transition to the new MSDS. If you have any questions regarding the MSDS, please contact CEPI at CEPI@michigan.gov or call (517) 335-0505 and follow the prompts.